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## U.S. Department of State Records Schedule

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### *Chapter 06: Health and Medical Records*

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#### Health and Medical Records

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**B-06-000-01a                      Medical and Health Program Files**

**Description:**            a. Foreign Service Medical Program correspondence regarding financial matters and post charges, including requests for medical supplies and equipment.

**Disposition:**            Block annually. Destroy when 3 years old.

**DispAuthNo:**            II-NN-3544, item 14                      **Date Edited:**                      4/1/1999

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**B-06-000-01b                      Medical and Health Program Files**

**Description:**            b. All other correspondence regarding the Foreign Service Medical Program, including inquiries regarding the Foreign Service Medical Insurance Program.

**Disposition:**            Block annually. Destroy when 1 year old.

**DispAuthNo:**            II-NN-3544, item 17                      **Date Edited:**                      4/1/1999

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**B-06-000-02a(1)                      Employee Medical Files**

**Description:**            a. American Employees. Consists of forms, correspondence and related papers documenting the employee's medical history while at post. Original case files are maintained at the Department.

(1) Transferred Employees - To Post with Foreign Service medical personnel.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:**            Forward to new Post. Address to medical personnel in charge.

**DispAuthNo:**            NN-171-22, item 1a                      **Date Edited:**                      4/1/1999

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#### **B-06-000-02a(2) Employee Medical Files**

**Description:** a. American Employees. Consists of forms, correspondence and related papers documenting the employee's medical history while at post. Original case files are maintained at the Department.

(2) Transferred Employees - To Post without Foreign Service medical personnel.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:** Destroy post file 6 years after date of last papers in file.

**DispAuthNo:** NN-171-22, item 1a **Date Edited:** 4/1/1999

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#### **B-06-000-02a(3) Employee Medical Files**

**Description:** a. American Employees. Consists of forms, correspondence and related papers documenting the employee's medical history while at post. Original case files are maintained at the Department.

(3) Transferred Employees - From Post to Department.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:** Destroy post file 6 years after date of last papers in file.

**DispAuthNo:** N1-84-89-5, item 2 **Date Edited:** 4/1/1999

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**B-06-000-02a(4)**      **Employee Medical Files**

**Description:** a. American Employees. Consists of forms, correspondence and related papers documenting the employee's medical history while at post. Original case files are maintained at the Department.

(4) Separated Employees.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:** Destroy post file 6 years after date of last papers in file.

**DispAuthNo:** NN-171-22, item 1a

**Date Edited:** 4/1/1999

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**B-06-000-02b(1)**      **Employee Medical Files**

**Description:** b. Non-American Employees (includes Host Country employees and Third Country Nationals). Consists of forms, correspondence, and related papers documenting employees' medical history, except pre employment, fitness for duty and disability retirement physical examinations, Health Qualification Placement Records, FS-569, Authorization for Medical Treatment or other report of physical examination, reports of on the job injuries, and records of medical examinations required for continued employment which become part of the Official Personnel Folder upon separation, but which may be maintained separately from the folder prior to separation.

(1) Transferred Employees - To Post with Foreign Service physician or nurse.

**Disposition:** Forward to new Post. Address to medical personnel in charge.

**DispAuthNo:** NN-171-22, item 1b

**Date Edited:** 4/1/1999

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<b>B-06-000-02b(2)</b>	<b>Employee Medical Files</b>
<b>Description:</b>	<p>b. Non-American Employees (includes Host Country employees and Third Country Nationals). Consists of forms, correspondence, and related papers documenting employees' medical history, except pre employment, fitness for duty and disability retirement physical examinations, Health Qualification Placement Records, FS-569, Authorization for Medical Treatment or other report of physical examination, reports of on the job injuries, and records of medical examinations required for continued employment which become part of the Official Personnel Folder upon separation, but which may be maintained separately from the folder prior to separation.</p> <p>(2) Transferred Employees - To Post without Foreign Service medical personnel.</p>
<b>Disposition:</b>	Destroy post file 6 years after date of last papers in file.
<b>DispAuthNo:</b>	NN-171-22, item 1b
<b>Date Edited:</b>	4/1/1999
<b>B-06-000-02b(3)</b>	<b>Employee Medical Files</b>
<b>Description:</b>	<p>b. Non-American Employees (includes Host Country employees and Third Country Nationals). Consists of forms, correspondence, and related papers documenting employees' medical history, except pre employment, fitness for duty and disability retirement physical examinations, Health Qualification Placement Records, FS-569, Authorization for Medical Treatment or other report of physical examination, reports of on the job injuries, and records of medical examinations required for continued employment which become part of the Official Personnel Folder upon separation, but which may be maintained separately from the folder prior to separation.</p> <p>(3) Separated Employees.</p>
<b>Disposition:</b>	Destroy post file 6 years after last papers in file.
<b>DispAuthNo:</b>	NN-171-22, item 1b
<b>Date Edited:</b>	4/1/1999
<b>B-06-000-02c</b>	<b>Employee Medical Files</b>
<b>Description:</b>	<p>c. Files of private individuals such as Missionaries or American Tourists who receive courtesy medical treatment.</p>
<b>Disposition:</b>	Transfer to inactive file 1 year after date of last treatment. Destroy when 6 years old.
<b>DispAuthNo:</b>	NN-171-22, item 1c
<b>Date Edited:</b>	4/1/1999

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<b>B-06-000-03</b>	<b>Temporary or Short-Term Medical Records</b>		
<b>Description:</b>	Consists of records relating to treatments or examinations received on a voluntary basis for non job-related reasons; EXCEPT when such records result as a condition of employment or relate to an on-the-job occurrence. See FPM Chapter 293-31 for records generally not considered part of the EMFS, but may be included under certain circumstances.		
<b>Disposition:</b>	Destroy 6 years after separation or transfer of employee.		
<b>DispAuthNo:</b>	N1-84-89-5, item 3	<b>Date Edited:</b>	4/1/1999
<b>B-06-000-04</b>	<b>Medical Record, SF-539, Individual Health Record Card</b>		
<b>Description:</b>	NOTE: May be filed with Employee Medical File or separately, depending on Post requirements.		
<b>Disposition:</b>	Destroy 6 years after last entry.		
<b>DispAuthNo:</b>	GRS 1, item 19	<b>Date Edited:</b>	4/1/1999
<b>B-06-000-05a</b>	<b>Daily Record Sheet - Register/log of visits to dispensaries or welfare rooms</b>		
<b>Description:</b>	a. If information is summarized on statistical report.		
<b>Disposition:</b>	Destroy 3 months after last entry.		
<b>DispAuthNo:</b>	GRS 1, item 20a	<b>Date Edited:</b>	4/1/1999
<b>B-06-000-05b</b>	<b>Daily Record Sheet - Register/log of visits to dispensaries or welfare rooms</b>		
<b>Description:</b>	b. If information is not summarized.		
<b>Disposition:</b>	Destroy 2 years after last entry.		
<b>DispAuthNo:</b>	GRS 1, item 20b	<b>Date Edited:</b>	4/1/1999
<b>B-06-000-06a</b>	<b>X-Ray Files</b>		
<b>Description:</b>	a. American Employees.  NOTE: X-Rays are long-term medical records to be retained for the duration of employment plus 30 years. See FPM Chapter 293-31 for detailed description of long-term medical records and special filing procedures for X-Rays.		
<b>Disposition:</b>	Forward all X-Rays to M/MED, Attn: X-Ray Unit, immediately after transfer or separation of employee.		
<b>DispAuthNo:</b>	NN-171-22, item 4a	<b>Date Edited:</b>	4/1/1999

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<b>B-06-000-06b</b>	<b>X-Ray Files</b>
<b>Description:</b>	b. Non-American Employees (Host Country employees and Third Country Nationals).
<b>Disposition:</b>	Destroy 6 years after separation if not turned over to patient at time of separation.
<b>DispAuthNo:</b>	N1-84-89-5, item 6b
<b>Date Edited:</b>	4/1/1999
<b>B-06-000-06c</b>	<b>X-Ray Files</b>
<b>Description:</b>	c. Private individuals such as Missionaries or American tourists who receive courtesy medical treatment.
<b>Disposition:</b>	Destroy when 6 years old if not turned over to patient at time of treatment.
<b>DispAuthNo:</b>	N1-84-89-5, item 6c
<b>Date Edited:</b>	4/1/1999
<b>B-06-000-07</b>	<b>Annual Health and Medical Information Report</b>
<b>Description:</b>	Consists of health and medical information sheets containing names of reputable physicians and dentists, available hospitals and facilities, list of health hazards and precautionary measures, and other related information which may be of value to a new employee.
<b>Disposition:</b>	Destroy information that is superseded, obsolete, or no longer relevant.
<b>DispAuthNo:</b>	N1-84-89-5, item 7
<b>Date Edited:</b>	4/1/1999
<b>B-06-000-08</b>	<b>Job-related illness or injury</b>
<b>Description:</b>	Consists of copies of forms, medical records, and other documentation relating to a job incurred illness or injury.  NOTE: See 3 FAM 689.6-5 for transmission of forms to the Bureau of Employees' Compensation. Submit copy of report to M/MED for incorporation into the Employee Medical Folder.
<b>Disposition:</b>	Destroy 6 years from date of claim.
<b>DispAuthNo:</b>	N1-84-89-5, item 8
<b>Date Edited:</b>	4/1/1999
<b>B-06-000-09</b>	<b>Register/log of occupational illnesses and injuries</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy 6 years following the end of the related fiscal year.
<b>DispAuthNo:</b>	N1-84-89-5, item 9
<b>Date Edited:</b>	4/1/1999

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**B-06-000-10      Medical Evacuations (MEDEVACS)**

**Description:** Consists of copies of FS-569, Authorization for Medical Treatment, requesting medical evacuation for eligible Americans or dependents.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-84-89-5, item 10      **Date Edited:** 4/1/1999

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**B-06-000-11      Medical Supply System**

**Description:** Tracking system used to inventory medical supplies on hand.

**Disposition:** Destroy or delete information when no longer needed.

**DispAuthNo:** N1-84-89-5, item 11      **Date Edited:** 4/1/1999

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